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**NOTIFICATIONS BY GOVERNMENT**

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**AGRICULTURE AND COOPERATION DEPARTMENT  
(H&S)**

Dr.YSR HORTICULTURAL UNIVERSITY - NON-TEACHING EMPLOYEES  
 REGULATIONS OF OFFICERS (OTHER THAN UNIVERSITY OFFICERS),  
 ENGINEERING SERVICES AND MINISTERIAL SERVICES.

[G.O.Ms.No.72, Agriculture and Cooperation (H&S), 22<sup>nd</sup> December, 2023.]

**NOTIFICATION**

In exercise of the powers conferred by the proviso to, Section 54 of the Dr.YSR Horticultural University Act, 2007(Act No. 30 of 2007), the Government of Andhra Pradesh, hereby makes the following Non-teaching employees Regulations of Dr.YSR Horticultural University i.e. Officers (other than University Officers), Engineering Services and Ministerial Services.

**OFFICERS  
(OTHER THAN UNIVERSITY OFFICERS)**

Short title and commencement	1. (i) These Regulations shall be called the Dr.Y.S.R. Horticultural University-Officers (Other than University Officers) Service Regulations, 2023. (ii) They shall come into force at once.
Constitution	2. The Service Regulations shall consist of the following categories and posts, namely:
<b>Category - I</b>	Joint Registrar
<b>Category - II</b>	Deputy Registrar/Deputy Comptroller
<b>Category - III</b>	Assistant Registrar/ Assistant Comptroller / Administrative Officer / P.S to Vice - Chancellor
Appointment	3. Appointment to the various categories of these posts shall be as follows: A Departmental Promotions Committee will prepare panels for appointment to these services by promotion. The appointing authority will constitute a <b>Departmental Promotions Committee</b> . The procedure as in the Government shall be followed for the preparation of panels from time to time. These panels shall be approved by the Board of Management.

**TABLE**

Category and Post	Method of appointment
(1)	(2)
<b>Category – I</b> Joint Registrar	By Promotion from the Deputy Registrar/Deputy Comptroller posts.
<b>Category – II</b> Deputy Registrar/ Deputy Comptroller	By Promotion from the Assistant Registrars/Assistant Comptrollers/Administrative Officers/ P.S. to Vice Chancellor under the University.
<b>Category – III</b> Assistant Registrar/ Assistant Comptroller /Administrative Officer/P.S. to Vice- Chancellor	By Promotion from the Superintendents in the University.
Unit of appointment for promotion, transfer, discharge and reappointment	<b>4.</b> For the purpose of promotion, transfer, discharge and reappointment; All posts under each category of this service shall be a unit under these Regulations and liable for transfer from Administrative Office to Research Stations/ Colleges/ Polytechnics and Vice-Versa.
Promotion	<p><b>5.</b> (1) The post of Joint Registrar shall be filled by promotion of Deputy Registrar /Deputy Comptroller who has put in a service of not less than two years and also based on the common seniority list.</p> <p>(2) The posts of Deputy Registrars and Deputy Comptrollers shall be a single category for purpose of promotion.</p> <p>(3) The posts of Deputy Registrar/ Deputy comptroller shall be filled by promotion of Assistant Registrars/Assistant Comptrollers / Administrative Officers / P.S. to Vice-Chancellor from a common seniority list prepared for the purpose.</p> <p>(4) The posts in the common category of Assistant Registrars/Assistant Comptrollers/Administrative Officers/P.S. to Vice-Chancellor shall be filled by promotion of Superintendents from a common seniority list prepared for the purpose. The Superintendents who are converted from the category of Special Category Stenographers shall put in not less than three (3) years of service in the category of superintendent after their conversion to become eligible for the Promotion to common category posts of Assistant Registrars/ Assistant Comptrollers/ Administrative Officers / P.S. to Vice -Chancellor. The persons appointed under these regulations shall be liable for transfer from Administrative Office to Research Stations / Colleges / Polytechnics and Vice-Versa.</p>
Tests prescribed	<b>6.</b> No person holding the post of Superintendent in the Administrative Office/Research stations/Colleges/ Polytechnics shall be eligible for promotion to the Common category of Assistant Registrars/ Assistant Comptrollers/Administrative Officers/ P.S. to Vice -Chancellor unless he pass the Account Test for Subordinate Officers Part -I and Part – II.



**2. ENGINEERING SERVICE REGULATIONS**

Short title and commencement	<b>1.</b> (i) These Regulations shall be called the Dr.Y.S.R. Horticultural University - Engineering Service Regulations, 2023. (ii) They shall come into force at once.
Constitution	<b>2.</b> The Service Regulations shall consist of the following categories and posts, namely:
Category and Post	
Category – I	Executive Engineer
Category - II	Deputy Executive Engineer
Category – III	Assistant Executive Engineer
Category – IV	Assistant Engineer
Category – V	Draughtsman
Appointment	<b>3.</b> Subject to other provisions in these rules the methods of Appointment to the categories in the service shall be made as follows:

**TABLE**

Category and Post	Method of appointment
(1).	(2)
<b>Category – I</b> Executive Engineer	By Promotion of Deputy Executive Engineer
<b>Category – II</b> Deputy Executive Engineer	By Promotion of Assistant Executive Engineer in the concerned subject
<b>Category – III</b> Assistant Executive Engineer	By Promotion of Assistant Engineer in concerned subject
<b>Category –IV</b> Assistant Engineer	By Direct Recruitment <u>Educational qualifications:</u> B.Tech/B.E in the concerned branch from any recognized institution. <u>Desirable:</u> Experience in respective fields from any reputed firms is desirable. By Promotion Draughtsman who acquire B.Tech/B.E in concerned branch from any recognized institution.
<b>Category –V</b> Draughtsman	By Direct Recruitment <u>Educational qualifications</u> ITI certificate in the concerned branch from any recognized institution. <u>Desirable:</u> Experience in respective fields from any reputed firms is desirable.
Unit of appointment for promotion, transfer, discharge and reappointment	<b>4.</b> For purpose of promotion, transfer, discharge and reappointment; all posts under each category of this service shall be a unit under these Regulations and shall be liable for transfer from Administrative Office to Research Stations/Colleges/Polytechnics and Vice-Versa.

Promotion	<p><b>5.</b> 1). The post of Executive Engineer shall be filled by promotion of Deputy Executive Engineer who has put in a service of not less than two years based on the common seniority list.</p> <p>2). The post of Deputy Executive Engineer shall be filled by promotion of Assistant Executive Engineer who has put in a service of not less than two years based on the common seniority list.</p> <p>3). The post of Assistant Executive Engineer shall be filled by promotion of Assistant Engineer who has put in a service of not less than two years based on the common seniority list.</p> <p>4). The posts in the common category of Assistant Engineer shall be filled by promotion Draughtsman from a common seniority list.</p>
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### **MINISTERIAL SERVICE REGULATIONS**

Short title and commencement	<p><b>1.</b> (i) These Regulations shall be called the Dr.Y.S.R. Horticultural University Ministerial Service Regulations, 2023.</p> <p>(ii) They shall come into force at once.</p>
Constitution	<b>2.</b> The Service Regulations shall consist of the following categories and posts, namely:
<b>Category – I</b>	<p>(i) Superintendent</p> <p>(ii) Special Grade Stenographer</p> <p>(iii) Public Relations Officer</p> <p>(iv) Security Officer</p>
<b>Category – II</b>	<p>(i) Senior Assistant</p> <p>(ii) Senior Technical Assistant(Administration)</p> <p>(iii) Senior Technical Assistant(Finance)</p> <p>(iv) Senior Stenographer</p>
<b>Category – III</b>	<p>(i) Junior Assistant Cum Typist</p> <p>(ii) Junior Steno</p> <p>(iii) Junior Library Assistant</p> <p>(iv) Care Taker</p> <p>(v) Store Keeper</p>
<b>Category – IV</b>	Cashier
<b>Category – V</b>	Telephone Operator
<b>Category – VI</b>	Electrician
Appointment	<b>3.</b> Subject to other provisions in Service Rules the method of appointment to these categories in the service shall be made as follows:



**TABLE**

<b>Category and Post</b>	<b>Method of appointment</b>
<b>(1)</b>	<b>(2)</b>
<b>Category – I</b>	
(i) Superintendent	a) The post of Superintendent shall be filled by promotion of Senior assistants/Senior Technical Assistants(Administration)/Senior Technical Assistants (Finance) in the Administrative Office /Research Stations/Colleges/ Polytechnics from a common seniority list prepared for the purpose and who passed Accounts test for Subordinate Officers – Part-I and Part – II b) By Conversion from the Special Grade Stenographers (refer footnote (1) & (2) below)
(ii) Special Grade Stenographer	By Promotion of Senior Stenographers working in the Administrative Office/Research Stations / Colleges/ Polytechnics.
(iii) Public Relations Officer	By direct recruitment
(iv) Security Officer	By direct recruitment

Foot Note (1) : The Special Grade Stenographers and Senior Stenographer shall seek conversion as Superintendent or Senior Assistant, as the case may be on completion of three (3) years of service as Special Category Stenographer and two (2) years of service as Senior Stenographer, before they are promoted or appointed respectively by transfer to higher post.

Foot Note (2) : For appointment to the post of Superintendent (Category - I (i)) the conversion of Special Category Stenographer shall be against the 10<sup>th</sup> vacancy, the other vacancies shall be filled by promotion of Senior Assistants.

<b>Category – II</b>	
(i) Senior Assistant	a) By promotion of Junior Assistant Cum Typist/Store Keeper/Care taker in the Administrative Office/ Research Stations /Colleges/ polytechnics and who passed Accounts Test for subordinate officers Part – I. b) by conversion of Senior Stenographer in the ratio of 9:1 (refer foot note (3) below).
(ii) Senior Technical Assistant (Administration)	By direct recruitment: Senior Technical Assistants (Administration) are equivalent to Senior Assistants. These shall be filled by direct recruitment (refer foot note (4) below).

(iii) Senior Technical Assistant (Finance)	By direct recruitment: Senior Technical Assistants (Finance) are equivalent to Senior Assistants. These shall be filled by direct recruitment (refer foot note (4) below).
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Foot Note (3) : For appointment to the post of Senior Assistant (Category-II (i)) the appointments shall be made in the following order:

(a) In a unit of 5 vacancies, 1<sup>st</sup> to 4<sup>th</sup> vacancies shall be filled by promotion from Junior Assistant – Cum – Typists.

b) The conversion of Senior Stenographer who are qualified shall be made against the 5<sup>th</sup> vacancy. If no qualified person is available in the category of Senior Stenographers for conversion, the vacancy intended for that category shall be filled by promotion of Junior Assistant Cum-typists.

Foot Note (4) : The posts of Senior Assistants and Senior Technical Assistants (Administration / Finance) are common Category posts.

(iv) Senior Stenographer	By promotion of Junior Stenographer/ JACT qualified in Short hand in the Administrative Office/Research Stations /Colleges/Polytechnics (refer foot note (5) below).
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Foot Note (5): For appointment to the post of Senior Stenographer (Category-II (iv)) the vacancies shall be filled in a unit of 10 vacancies as indicated below:

1<sup>st</sup> Vacancy: By Promotion from among qualified Junior Stenographer/Junior Assistant Cum Typist working in Administrative Office / Research Stations /Colleges/ Polytechnics.

2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> and 6<sup>th</sup> Vacancy: By Direct Recruitment.

7<sup>th</sup> Vacancy: By promotion from among qualified Junior Stenographer/ Junior Assistant Cum Typist working in Administrative Office / Research Stations /Colleges/ Polytechnics.

8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> Vacancy: By Direct Recruitment

Provided that if no qualified person is available in the category of Junior Stenographer and Junior Assistant Cum Typist, the vacancy intended for that category shall be filled by Direct Recruitment.

<b>Category – III</b> i) Junior Assistant Cum Typist/ Care Taker/ Store Keeper	80% by direct recruitment 20% by following the methods indicated in foot note (6) below.
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Foot Note (6): The vacancies of Junior Assistant Cum Typist( Category III (i)) shall be filled in a unit of 10 vacancies as indicated below.

1<sup>st</sup> to 4<sup>th</sup> vacancies:

- a) By Conversion of Telephone Operators and the posts included in Category V who are qualified as provided in Rule as per their seniority and completion of 5 years of service under the University.
- b) By appointment by transfer of Cashier /By promotion of Record Assistants and other equivalent categories in Dr.Y.S.R.H.U. subordinate service and farm service regulations (i.e. Para-technical posts including lab technicians, drawing pay scale of less than JACT) and also including Drivers (LV) and completion of 5 years of service under the University.
- c) By appointment by transfer of Office subordinates and other equivalent categories in Dr.Y.S.R.H.U. Last grade service regulations and completion of 5 years of service under the University.
- d) By appointment of Time Scale workers as per eligibility those who have completed 5 years of service as on 25.11.1993 or as may be the cut of date fixed by the Government from time to time.

5<sup>th</sup> Vacancy: By Direct Recruitment

6<sup>th</sup> to 9<sup>th</sup> Vacancies: Shall be filled by the methods indicated at (a), (b), (c) and (d) as above.

10<sup>th</sup> vacancy: By Direct Recruitment.

Provided further that, the vacancies earmarked to be filled by appointment by transfer/conversion shall lapse, if eligible qualified candidates are not available for appointment by transfer/conversion from any of the categories mentioned above in their turn and consequently such vacancies shall be filled up by direct recruitment.

ii) Junior Steno	<p>a) By conversion of Junior Assistant Cum Typist/Store Keeper/Care taker/ Telephone operator as provided in Rule.</p> <p>b) By appointment by transfer of Record Assistants and other equivalent categories in Dr.Y.S.R. Horticultural University Subordinate Service Regulations. (The reference to Record Assistant and other equivalent categories in this method of appointment or elsewhere in these regulations covers the categories of Record Assistants, Roneo Duplicating operators, Xerox operators, lift operators and cashiers.)</p> <p>c) Appointment by transfer of Office Subordinates and other equivalent categories in Dr. Y.S.R.H.U. Last Grade Service Regulations.</p> <p>(For appointment refer foot note (7) below).</p>
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Foot Note (7): The appointment to the post of Junior Stenographer shall be made in a unit of 10 vacancies in the following order:

1<sup>st</sup> vacancy: Appointment by conversion from the category of Junior Assistants/ Store Keeper/Care taker and Telephone operators working in Administrative Office /Research Stations /Colleges/ Polytechnics.

2<sup>nd</sup> and 3<sup>rd</sup> Vacancy: By Direct Recruitment.

4<sup>th</sup> Vacancy: Appointment by conversion from the category Junior Assistants / Store Keeper/Care taker and Telephone Operators working in Administrative Office /Research Stations /Colleges/ Polytechnics.

5<sup>th</sup> and 6<sup>th</sup> Vacancy: by Direct Recruitment.

7<sup>th</sup> Vacancy: Appointment by transfer from the lower categories like Record Assistants or Office Subordinates etc., working in Administrative Office /Research Stations /Colleges/ Polytechnics.

8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> Vacancy: by Direct Recruitment.

Provided further that, the vacancies earmarked to be filled by such transferees shall be filled by direct recruitment, if eligible and qualified candidates are not available for appointment by transfer/ conversion from any of the categories mentioned above as per their turn.

iii) Junior Library Assistant	(a) By direct recruitment (b) By promotion of Record Assistants/ or its equivalent cadre in any other service.
<b>Category - IV</b> Cashier	(a) By direct recruitment (b) By promotion of Record Assistants or its equivalent cadre in any other service.
<b>Category - V</b> Telephone Operator	(a) 80% by direct recruitment (b) 20% by transfer of Record Assistants or by promotion of Office Subordinates and its equivalent cadres.
<b>Category -VI</b> Electrician	(a) By direct recruitment (b) By promotion from Class IV Category
Unit of appointment for promotion, transfer, discharge and reappointment	<b>4.</b> For purpose of direct recruitment, promotion, transfer, discharge and re-appointment, all posts under each category of this service shall be a unit.
Promotion	<p><b>5.</b> The posts of Senior Assistants and Senior Technical Assistants (Administration)/ Senior Technical Assistants (Finance) shall be a single category for purpose of promotion.</p> <p><b>6.</b> For purpose of promotion under this clause, separate seniority lists Shall be maintained for the posts as indicated below.</p> <ol style="list-style-type: none"> <li>1. Junior Assistants-cum-typist</li> <li>2. Junior Stenographers.</li> </ol> <p>(a) Promotion to the posts of Senior Assistants shall be made from the feeder channel of Junior Assistants-cum-typist.</p> <p>(b) Promotion to the posts of Senior Stenographers shall be made from the category of junior Stenographers and Junior Assistants-cum-typists who are qualified in shorthand.</p>



	(c) The inter-se-seniority of the Junior Stenographers and the Junior Assistants-cum-typist qualified in short hand shall be fixed with reference to the dates of their first appointments to the respective posts.
Rule of reservation	<b>7.</b> Rule of reservation shall be followed in Direct Recruitment / Promotions in accordance with the orders issued by Government of Andhra Pradesh from time to time.
Qualifications	<b>8.</b> No person shall be eligible for appointment to the Posts mentioned in column (1) of the Table below, by the method specified in column (2) thereof, unless he possesses the qualifications mentioned in the corresponding entry in column (3) thereof, as shown below:

**TABLE**

Posts	Method of appointment	Qualifications
(1)	(2)	(3)
1. Special Category Stenographer	By Promotion	<p>(i) Bachelor's degree from any recognized University.</p> <p>(ii) Must have passed shorthand (English) by the Higher Grade conducted by State Board of Technical Education of Andhra Pradesh.</p> <p>(iii) Typewriting by Higher Grade conducted by State Board of Technical Education of Andhra Pradesh.</p> <p>(iv) Must have put in three years of service as Senior Steno.</p>
2. Senior Stenographer	By promotion or By transfer	<p>(i) Must have passed the Government Technical Examination in Shorthand and Typewriting by Higher Grade in the concerned language conducted by State Board of Technical Education of Andhra Pradesh Government.</p> <p>(ii) Must have put in two years of service as Junior Steno.</p>
3. Public Relations Officer	By direct recruitment	<p><b>Essential:</b></p> <p>(i) A Bachelor Degree in any subject</p> <p>(ii) A Post Graduate diploma/ degree in journalism/ Public Relations from a recognized University/Institution.</p> <p>(iii) An experience of at least three years in journalism/public relations.</p> <p><b>Desirable:</b></p> <p>A degree in law is desirable.</p>

4. Security Officer	By direct recruitment	<p>(i) A Bachelor Degree in any subject from a recognized University</p> <p>(ii) An experience of two years as commissioned officer (in Army, Navy or Air Force)/ Class-I officer in the paramilitary forces/ Armed Forces/ Central Police Organization and</p> <p>(iii) at the time of relief/retirement should be in the rank of Capt./ Major (equivalent in Indian Navy/Air Force) or in the rank of Assistant Commandant or equivalent in paramilitary Forces.</p>
5. Senior Assistant	By promotion or By transfer	<p>(i) A minimum period of two years service as JACT.</p> <p>(ii) Must have passed Accounts Test for Subordinate Officers Part-I conducted by APPSC.</p>
6. Senior Technical Assistant (Administration)	By Direct Recruitment	<p>(i) A MBA degree from any recognized University with specialization in HRM.</p> <p>(ii) Must possess PGDCA certificate (minimum one year course from a recognized institution)</p> <p>(iii) Must have passed Accounts Test for Subordinate Officers Part-I conducted by APPSC.</p>
7. Senior Technical Assistant (Finance):	By Direct Recruitment	<p>(i) A MBA degree from any recognized University with specialization in Finance.</p> <p>(ii) Must possess PGDCA certificate (minimum one year course from a recognized institution)</p> <p>(iii) Must have passed Accounts Test for Subordinate Officers Part-I conducted by APPSC.</p>
8. Junior Assistant Cum Typist/ Store Keeper/ Care Taker	1. By direct Recruitment	<p>(i) A University degree.</p> <p>(ii) Must have passed the Government Technical Examination in Typewriting by Lower Grade in the English language conducted by State Board of Technical Education of Andhra Pradesh Government or any other equivalent qualification.</p> <p>(iii) Must possess PGDCA certificate (minimum one year course from a recognized institution)</p>
	2. By promotion or By transfer	<p>1. A pass in SSC or an equivalent examination.</p> <p>2. A pass in Government Technical examination in Type writing by the Lower Grade</p> <p>3. A minimum period of three years service as Record Assistant for promotion and three years of service for appointment by promotion of Cashiers, Telephone Operators and Laboratory Technician and by transfer of AEOs.</p>



		<p>4. Must possess PGDCA certificate (minimum one year course from a recognized institution)</p> <p>5. Persons seeking appointment by transfer shall fulfill the qualifications prescribed under direct recruitment.</p> <p>6. They should acquire the qualification or degree within five (5) years for those persons who are below 45 years of age as on the date of promotion or transfer, failing which the cases shall not be considered for further promotion or transfer.</p>
9. Junior Stenographer	1. By Direct Recruitment	<p>(i) A University degree.</p> <p>(ii) Must have passed the Government Technical Examination in Typewriting and Shorthand by Lower Grade in the concerned language conducted by State Board of Technical Education of Andhra Pradesh Government.</p> <p>(iii) Must possess PGDCA certificate (minimum one year course from a recognized institution)</p>
	2. By promotion or By transfer	<p>1. A pass in SSC or an equivalent examination.</p> <p>2. A pass in Government Technical Examination in shorthand and typewriting by Lower Grade.</p> <p>3. A minimum period of service of three years as Record Assistant, Cashier and Telephone operator for promotion and by transfer from JACT.</p> <p>4. Must possess PGDCA certificate (minimum one year course from a recognized institution)</p>
10. Junior Library Assistant	By direct recruitment or By transfer	<p>(i) A University degree.</p> <p>(ii) A Diploma in Library Science</p> <p>(iii) Must possess PGDCA certificate (minimum one year course from a recognized institution)</p> <p>(iv) By transfer from JACT/AEOs.</p>
11. Cashier	By direct recruitment or By promotion	<p>By Direct Recruitment: A pass in Intermediate or an equivalent examination.</p> <p>By Promotion from last grade service: Must have passed SSC or its equivalent examination and must have put in a service of 5 years under the University.</p>
12. Telephone Operator	By direct recruitment or By Promotion	<p>i. Must possess Intermediate Examination or its equivalent qualification.</p> <p>ii. A certificate issued by the district Manager, Telecom that the candidate possesses sufficient knowledge and experience to operate the Telephone Exchange.</p>

13. Electrician	By direct recruitment	<p>By Promotion:</p> <p>If a person acquires eligible qualifications and must have put in service of 5 years under the University.</p> <p>Must possess ITI (Electrical).</p>
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14. (a) Appointments by direct recruitment shall be made as per the age limit prescribed by the Government of Andhra Pradesh from time to time.

(b) In the case of Scheduled castes, scheduled tribes and backward classes, the age limit as adopted by the State government from time to time shall be followed.

(c) In the case of persons with benchmark Disabilities and Ex-Servicemen, the age limit as adopted by the State government from time to time shall be followed.

(d) Where lists of approved candidates are to be drawn up for any post or posts, the age limit prescribed by the Government of Andhra Pradesh from time to time shall be reckoned with reference to the 1<sup>st</sup> July of the year in which the selection is made.

15. (a) A Junior Assistant Cum Typist shall be eligible for transfer as Junior Stenographer if qualified, his/her seniority in the post of Junior Stenographer shall be determined from the date of his/her first appointment. Similarly, Junior Stenographer shall be eligible for appointment by transfer as Junior Assistant Cum Typist, and his/her seniority, in the post of Junior Assistant cum Typist, shall be determined from the date of his/her first appointment.

(b) AEOs shall be eligible for transfer as Junior Assistant Cum Typist, and his/her seniority, in the post of Junior Assistant cum Typist, shall be determined from the date of his/her first appointment.

16. (a) Special Category Stenographer can be converted based on option as Superintendent after completion of three years of service and after passing Accounts Test for Subordinate Officers Part – I and Part –II and that on conversion the seniority shall be fixed among Superintendents with reference to the date of appointment as Special Category Stenographer on completion of three (3) years of service in the cadre of superintendent (after conversion).

Further, that a Special Category Stenographer after conversion as Superintendent shall be eligible for promotion to the common category of Assistant Registrars/Assistant Comptroller/ Administrative Officer/P.S. to Vice Chancellor, if he has put in a minimum period of three (3) years of service as Superintendent.

(b) No Senior Assistant/Senior Technical Assistant (Admn & Finance) is eligible for promotion as Superintendent unless she/he passes Account Test for Subordinate Officers, Parts – I and II.

(c) Senior Stenographer can be converted based on option as Senior Assistant after completion of three years of service and after passing Accounts Test for Subordinate Officers Part – I and that on conversion the seniority shall be fixed among the Senior Assistants with reference to the date of appointment as Senior Stenographer.

Further, no Senior Stenographer after conversion as Senior Assistant shall be eligible for promotion to the Superintendent unless he /she has put in a minimum period of two (2) years service as Senior Assistant and pass account test for Subordinate Officers, Parts - I and II.



d) No person holding the post of Junior (L.D.) Stenographer/ Junior Assistant-Cum-Typist shall be eligible for promotion as Senior Assistant unless he/she passes the Account Test for Subordinate Officers, Part-I.

17. Where the person or any post is required to handle stores or cash or any other valuable property of the University, he/she shall pay the security deposit fixed for the purpose by the Government from time to time, before he/she takes over charge of the post.

**GOPAL KRISHNA DWIVEDI,**  
*Chief Commissioner RBKs &  
Special Chief Secretary to Government.*

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